

12/17/2013

COCONINO COUNTY COMMUNITY SERVICES SOCIAL SERVICES

DOCUMENTS REQUIRED FOR EVERY INTAKE:

Please be advised that if you do not have required documents, you will not be seen and must return on another day. Additional documents may be requested during your intake. Please provide original documents, no copies.

- ☐ Picture IDs for all household members over the age of 18
- ☐ Birth Certificates, current passport, naturalization documentation, or CIBs for all household family members. Ask staff about other acceptable documents
- ☐ Social Security cards for all household family members. (If you are missing a social security card(s) or Social Security award letter(s): Register at www.socialsecurity.gov/myaccount or call: 1-(800)-772-1213 to request your documents
- ☐ Income for **ALL** household members for the last 30 days (i.e. including, but not limited to: current Social Security award letters, paystubs, child support (printout of payments received), unemployment verification (printout of payments received), self-employment income, and retirement/pensions etc.. NO BANK STATEMENTS
- ☐ Current lease listing ALL household family members. If a member of your household is no longer on the lease, provide an addendum indicating the person is no longer in the household. If you own, a property tax record.
- ☐ Provide a current Supplemental Nutrition Assistance (food stamp) Award Letter **listing household members** and award amount
- ☐ If you attend NAU or Coconino College, please provide a current Financial Award Summary showing the breakdown of your award
- ☐ If you are on Section 8 Housing: Please provide a current worksheet showing your utility allowance

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- ☐ For utility bill assistance: Provide **past due &/or current utility bills** showing all charges. Assistance provided is for: gas, electric, wood, propane, and water. For propane, please provide an invoice from the propane company
- ☐ For utility bill deposits: Provide name of utility company, account number, & amount of deposit
- ☐ For rental/mortgage assistance: Provide a 5/7 Day Late Notice or Eviction Notice indicating the amount due or current mortgage statement. Due to limited funding, the County is unable to cover the entire rent/mortgage. We do not assist with late charges. The landlord must provide a written statement indicating he/she will work with you on the balance
- ☐ For month move-in assistance: Ask staff for a **Move-In Confirmation Form**. We do not assist with move-in deposits &/or late fees. Funding might cover a partial or up to \$500 for the first month's rent.

OFFICE HOURS: **Thursdays Only (10 a.m. – 2:30 p.m.) (Subject to change)
(excluding federal holidays and as weather permits)**

INTAKE HOURS: **Clients are seen on a first come first served basis.**

There are limited numbers of slots (5) available. Intakes will be received until slots are filled or until 2:30 p.m., whichever comes first.

For additional information:
Please contact the number(s) below to ensure staff will be on-site.
(928) 679-7425 or
1-(866) 822-9298
(928) 679-7461 (Fax)

NOTE: Coconino County Community Services does its best to fulfill all requests for assistance. However, assistance is limited, but not solely, to the availability of funds and eligibility of applicants as defined by the program and funder guidelines. We reserve the right to deny an application for assistance based on failure of the applicant's compliance and/or failure to meet program or funder guidelines and/or requirements. Therefore, any application request for services is not a guarantee of assistance.